

**Expenditures in Emergency Situations**

Policy Area: Statewide Disbursing	Effective Date: 10/25/2005
Policy Sub Area: NA	Last Revision Date: NA
Authority: G. S. 143B-426.37 and G. S. 143B-426.39(5)	Policy Owner/Division: Statewide Accounting
<u>Policy</u> State agencies are often required to deploy employees to areas affected by disaster whether caused by nature or event. State agencies must be prepared to provide employees with food, lodging and other applicable subsistence in situations where basic necessities are not available. The state agency shall use the state administered procurement card for purchases to the fullest extent possible. The procurement card is accepted similar to VISA and MasterCard nationwide. The procurement card transactions are reconciled monthly and provide sound internal controls over purchases. The procurement card is administered by the NC Department of Administration. All policies established shall be followed.	
<u>Procedures</u> NA	
<u>Accounting Guidance</u> NA	
<u>Related Documents (Memos/Forms)</u> NA	
Revision History	
Date	Description
NA	